

Board of Appeals and Review (DK0)

The mission of the Board of Appeals and Review (BAR) is to hear citizen complaints from adverse decisions concerning license revocations and civil infractions from the Department of Consumer and Regulatory Affairs, litter control violations from the Department of Public Works, certificates of need, program reimbursements, and providers agreements from the Department of Health, and security guard license and private detective agency license denials from the Metropolitan Police Department.

Agency Officer	Francine Howard James
Proposed Operating Budget (\$ in thousands)	\$244

Fast Facts

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| <ul style="list-style-type: none"> The proposed FY 2001 operating budget is \$244,312, an increase of \$4,804 over the FY 2000 budget. There are three full-time equivalents (FTEs) supported by this budget. BAR will hear 99 appeals in FY 2000, an increase of 30 percent over FY 1999. | <ul style="list-style-type: none"> In FY 2001, BAR will schedule all appeals and render all final decisions within 30 days. In FY 2001, BAR will develop its web site and continue its archival storage project. |
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FY 2001 Proposed Budget by Control Center

The basic unit of budgetary and financial control in the District's financial management system is a control center. The Board of Appeals and Review is comprised of one control center that serves as the major component of the agency's budget.

FY 2001 Proposed Budget by Control Center

(Dollars in Thousands)

Board of Appeals and Review

Control Center

**Proposed
FY 2001
Budget**

1000 BOARD OF APPEALS AND REVIEW

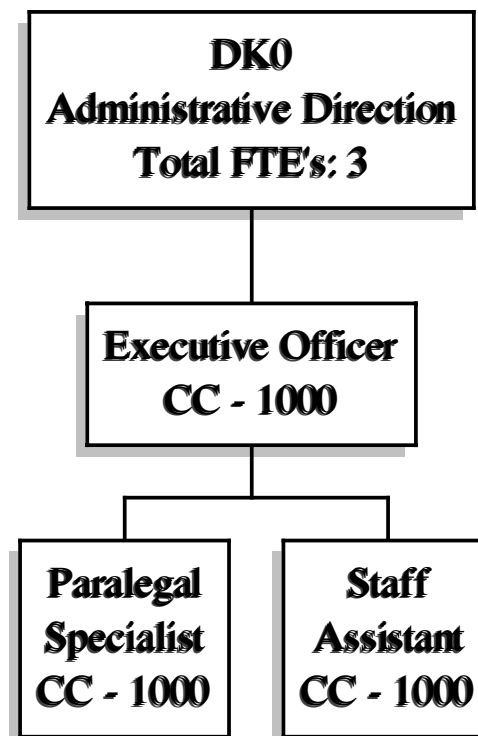
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DK0 Board of Appeals and Review

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Agency Overview and Organization

The Board of Appeals and Review achieves its mission by reviewing District agency decisions in cases where error is alleged and makes final determinations that either sustain, reverse, or modify the appeal from which the action was taken, or where appropriate, by remanding the case for further consideration. BAR is responsible for the timely processing of cases on appeal, including: (1) maintaining and distributing files, (2) preparing reports and (3) coordinating various government agencies, attorneys, pro se litigants, and other interested parties. All decisions rendered by the board are based upon testimony and documentary evidence introduced during hearings. The Office of the Director provides executive management, policy direction, strategic and financial planning, and public relations and resource management. The Office also controls and disseminates work assignments and coordinates agency operations.



FY 2001 Proposed Operating Budget

The Board of Appeals and Review's Operating Budget is composed of two categories: (1) Personal Services (PS), and (2) Nonpersonal Services (NPS).

Within the PS budget category are several object classes of expenditure such as regular pay and fringe benefits. Within the NPS budget category are several object classes of expenditure such as supplies and materials, utilities, communications, other services and charges, contractual services, and equipment and equipment rental.

Authorized spending levels present the dollars and related full-time equivalents (FTE) by revenue type. The Board of Appeals and Review is supported entirely by Local revenue (tax and non-tax revenue not earmarked for a particular purpose).

FY 2001 Proposed Operating Budget

(Dollars in Thousands)

Board of Appeals and Review

Object Class	Actual FY 1999	Approved FY 2000	Proposed FY 2001	Variance
Regular Pay -Cont. Full Time	88	116	122	6
Fringe Benefits	14	18	20	2
Subtotal for: Personal Services (PS)	102	134	142	8
Supplies and Materials	5	6	6	0
Utilities	5	6	7	0
Telephone, Telegraph, Telegram	0	16	10	-6
Other Services and Charges	39	21	23	2
Contractual Services - Other	54	32	32	0
Equipment and Equipment Rental	25	25	25	0
Subtotal for: Nonpersonal Services (NPS)	129	106	102	-4
Total Expenditures:	231	240	244	5

Authorized Spending Levels by Revenue Type:

	FTEs	Dollars	FTEs	Dollars	FTEs	Dollars	FTEs	Dollars
Local	2	231	3	240	3	244	0	5
Total:	2	231	3	240	3	244	0	5

Agency Funding Summary

The proposed FY 2001 operating budget *for all funding sources* is \$244,312, an increase of \$4,804, or 1.9 percent, over the FY 2000 approved budget. The Board of Appeals and Review receives funding from local sources.

- **Local.** The proposed *local* budget is \$244,312, an increase of \$4,804 over FY 2000. Of this increase, \$8,375 is an increase in personal services, and \$3,571 is a decrease in nonpersonal services. There are three full-time positions supported by *local* sources.

The change in personal services is comprised of:

- \$8,375 is an increase for the 6 percent pay raise for non-union employees

The change in nonpersonal services is comprised of:

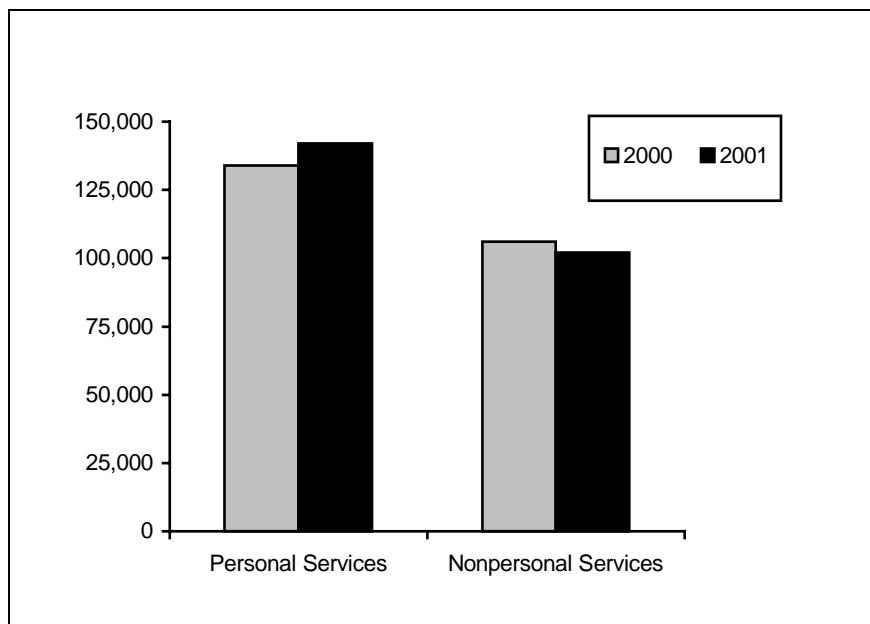
- (\$6,449) is a decrease for telephone costs based on Office of Property Management (OPM) estimates
- \$2,385 is an increase for security costs based on OPM estimates
- \$493 is an increase for utility costs based on OPM estimates

Figure 1

FY 2001 Proposed Budget Includes an Increase for PS a Decrease for NPS

Personal Services increased by 6.0 percent, from \$134,000 in FY 2000 to \$142,000 in FY 2001.

Nonpersonal services decreased by 3.4 percent, from \$106,000 to \$102,000, due to a decrease in telephone costs, which was offset by an increase in security and utility costs.



Occupational Classification Codes

Occupational Classification Codes (OCC) are used by federal agencies like the Bureau of Labor and the Census Bureau as a way of classifying workers into eight major occupational categories for the purpose of collecting, calculating, or disseminating data. The Board of Appeals and Review workforce is divided among three occupational classification codes.

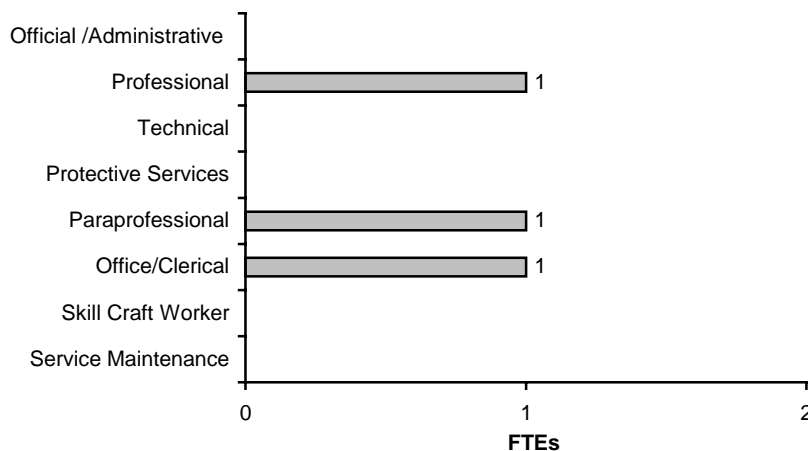
Agency FTEs by Occupational Classification Code

OC Code	FTEs in FY 2001
Official /Administrative	1
Professional	0
Technical	0
Protective Services	0
Paraprofessional	1
Office/Clerical	1
Skill Craft Worker	0
Service Maintenance	0
Total	3

FTE Analysis

Agency FTEs by Occupational Classification Code

The Board of Appeals and Review has a total of three FTEs from the following three categories: Official or Administrative, Paraprofessional, and Office or Clerical.



Performance Goals and Targets

GOAL

Improve Code Enforcement and Adjudication:

MANAGER:

SUPERVISOR: Francine Howard James, Executive Officer, Board of Appeals and Review

PERFORMANCE MEASURES	TARGET	
	FY00	FY01
Projected appeals filed during fiscal year	85	TBD
Projected appeal decisions issued during fiscal year	88	TBD
Percentage of appeals filed within 30 days after issuance of agency case file	98%	98%
Percentage of appeal decisions issued within 30 days after issuance of hearing transcript	98%	98%